

Approved For Release 1999/09/20 : CIA-RDP78-03991A000500020043-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 3 February 1955

FROM : Chief, Real Estate & Construction Division

SUBJECT: Weekly Activity Report

1. Items of Special Interest :

a. DCI Move from Admin. Bldg. to South Bldg.:

- (1) Framing for walls and ceilings in DCI and DDCI suites is underway; and all necessary utility conduits and junction boxes have been installed. White oak plywood paneling will be delivered 1 March.
- (2) Electrical outage scheduled for 6 Feb. will not be required, all interested parties are being advised.
- (3) Memo outlining estimated cost of renovations to IAC Conference Room has been forwarded to DD/A.
- (4) Memo relative to assignment of additional space to GPO is being prepared to the DD/A.
- (5) ONE has agreed to temporary relocation of its personnel in order to permit the contractor to start work in the first floor reception area.
- (6) Details are being worked out in connection with the temporary move of the General Counsel's Office.

b. Building of TSS Laboratory [REDACTED]

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Drawings and specifications reviewed and returned to District Engineers. Meeting to discuss modifications to drawings and specifications with A-E at District Engineers Office planned for early next week.

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c. [REDACTED]

Mission Relocation:

Information received [REDACTED] that they have completed the transfer of funds for additional construction and notified [REDACTED] to proceed immediately with plans and construction. The cable [REDACTED] requesting that they prepare plans in the field for buildings and screen porches was disapproved, this faster.

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2. General:

Regulation covering the functions of the Space Maintenance & Facilities Br. is being drafted.

3. Projects and Studies in Process:

a. Construction and Utilities:

25X1A (1) [REDACTED] This building is complete.
Final inspection will be made by personnel
of this office next week.

(b) Warehouse Bldg. repairs: Specifications
drafted presently being typed.

25X1A (2) [REDACTED]

(a) Record Center Bldg.: As a result of recent
inspection and discussions with C.O., [REDACTED]
Project Engineer the following action is being
taken:

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(i) Contractor directed to accomplish revised
exterior electrical work, which will delay
completion of project until 28 Feb.

(ii) A change order will be negotiated with con-
tractor which will permit him to delay com-
pletion of road work until after May 1955.
The contractor will be responsible for main-
taining grade and section until this portion
is accepted.

(iii) Bids received for erection of shelving
have been reviewed. Due to various changes
the specifications were revised and are being
presented to bidder in an effort to have him
accept the changes at the bid price. If he
does not agree to the changes new bids will
be solicited.

25X1A (iv) C. O., [REDACTED] reported to DD/A that [REDACTED],
a temporary structure at [REDACTED], had an
inadequate water supply. The DD/A requested
this Div. to consider the following and report

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recommendations and estimated cost to him as soon as possible: Use of sprinkler system and adequate water supply for fire protection of [REDACTED] installation of window air conditioning in Commo spaces in lieu of that approved; and investigate repairs need to roof and such other portions of the building in order to place the building in satisfactory useable condition.

(b) Extras at Laboratory, Elevator:

Contractor is making very slow progress in drilling the shaft for the elevator since he struck hard rock in his drilling.

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(3)(c) [REDACTED] Report on water analysis is due next week.

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(4) [REDACTED]

WE forwarding cable to Field requesting firm completion date.

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(5) [REDACTED]

The project for new construction was approved and the Field has been informed by cable. A dispatch follow-up is being prepared by this office providing them with the necessary detail information.

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(6) [REDACTED]

The site plan of the proposed housing and the housing plans were reviewed and approved.

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(7) [REDACTED]

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(5A) [REDACTED]

A meeting was held with representatives of FE, DD/P-Admin., and others to discuss the new project approved by the Director. It was decided that Training and FE would work up the necessary training requirements and T/Os, and report them to RE&C to obtain estimates preliminary to preparation of a staff study.

(Note: See OUT 60200)

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3C - Space, Maintenance and Facilities

a. Utility Wiring and Air Conditioning Contract:

Schedule for electrical outage in connection with exchange of transformer at [REDACTED] not yet determined.

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b. FI [REDACTED] - Commo - Air Conditioning, [REDACTED]

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Twenty-five ton cooling tower received last week. Installation of electrical service for air conditioning has been delayed in favor of more pressing work.

c. Request of DD/P for Additional Space:

GSA has committed Wing 10, second floor, [REDACTED] comprising approximately 6500 square feet for Agency use. [REDACTED] has been requested to submit memorandum outlining need for space to DD/A through the Director of Security and Chief of Logistics.

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d. [REDACTED]

1. Job order in the amount of \$17,500.00 for increased transformer capacity etc. has been forwarded to PBS. A second letter is being forwarded to PBS this date stating reasons why the additional work should be handled as an addendum to the present contract.
2. Sound laboratory project is approximately ninety percent complete.

e. Telephone Survey:

A physical survey of the OCI area was conducted on 27 January 1955. A memorandum containing the comments and recommendations of the survey team was forwarded to the Chief, Administrative Branch/OCI on 31 January 1955. Distribution of the Agency Telephone Directory (January issue) was accomplished by the close of business 2 February 1955.

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f. Moves:

1. Completed during past week:

OCD (partial) within Tempo M Building, 31 January.

2. Tentative for coming week:

LO/Procurement within Quarters Eye, 2 February.

OTR within [REDACTED] 7 February.

[REDACTED] Committee within South Building, 7 February.

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[REDACTED]
Chief,
Real Estate and Construction Division

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